

Spec. Code: 2457
Occ. Area: 03
Work Area: 356
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 04/21/89

TRAFFIC MANAGER

Function of Job

Under administrative supervision from a designated supervisor, to be responsible for the transportation and distribution of all commodities received or shipped by a university.

Characteristic Duties and Responsibilities

1. supervises the operation of the traffic division, including a central receiving station, warehouse, and distribution system
2. directs an office and a central receiving station staff
3. secures quotations of transportation costs and directs routing of shipments
4. handles correspondence pertaining to traffic problems and delivery of commodities
5. initiates and handles claims for loss or damage in transit
6. supervises payments for all purchases, transportation costs, and adjustments of accounts
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree
2. three years of experience in responsible office work, including administrative and supervisory experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

None

Traffic ManagerEdited
